

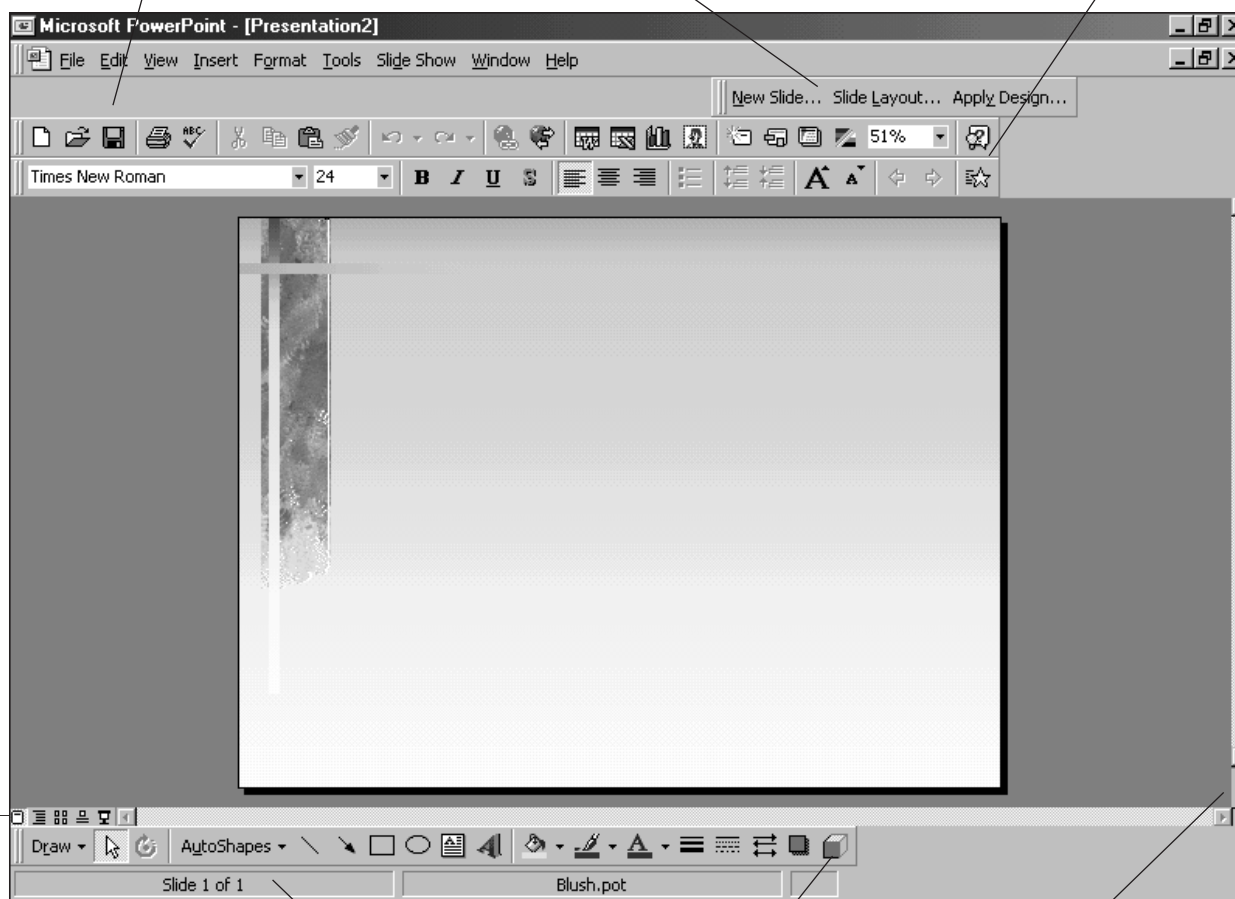


The PowerPoint Screen

Standard Toolbar — Buttons for standard tasks common to many programs

Common Tasks Toolbar — Quick access to a new slide, a layout change, or a design change

Formatting Toolbar — Buttons that help you format text within your presentation



Status Bar — Information about the slide that is showing

View Buttons — Quickly change the way your presentation is displayed on the screen

Drawing Toolbar — Buttons to help you add objects to your presentation

Scroll Bars — Help you move through your presentation